

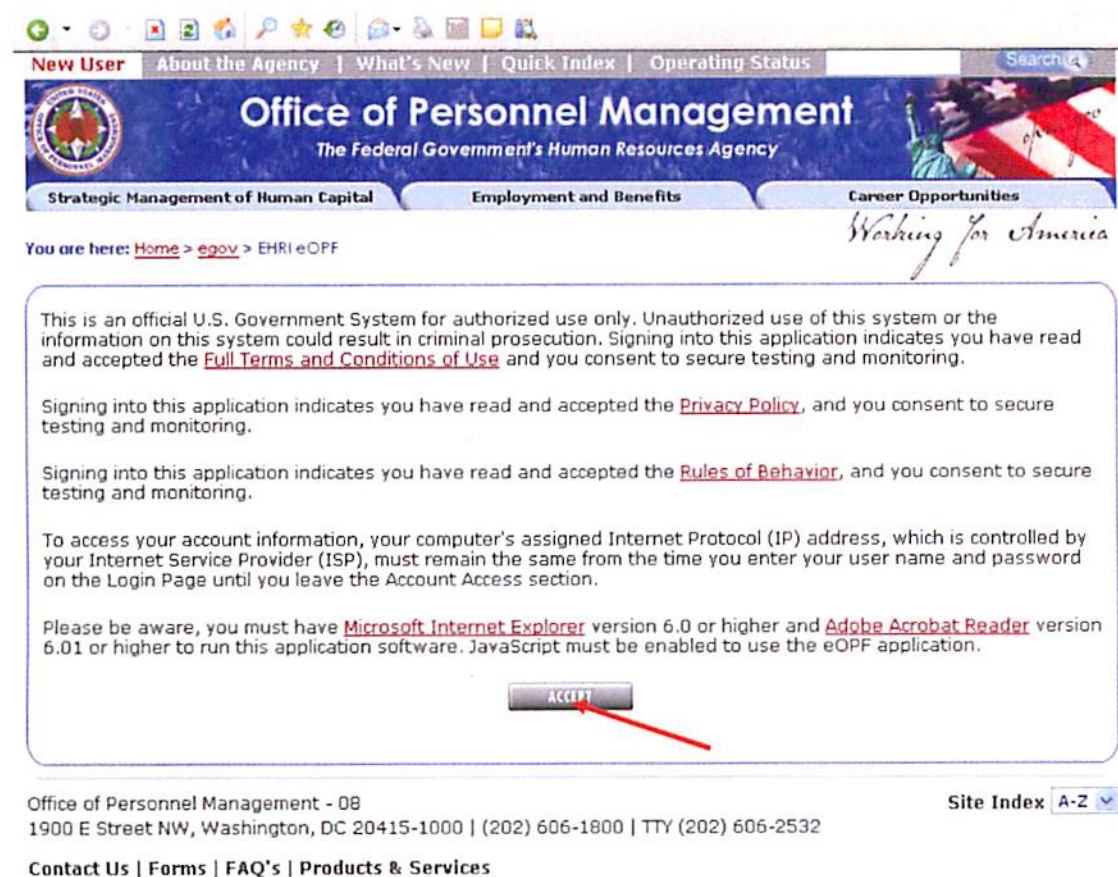
## How to Access the eOPF System for the First Time

From a DOE computer located within a DOE site, start Internet Explorer and enter <https://eopf.nbc.gov/doi/> for the web address. You will be taken to OPM's eOPF Warning Screen.

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## OPM's eOPF warning screen:

After reading the warning, click on the "Accept" button.



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This is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into this application indicates you have read and accepted the [Full Terms and Conditions of Use](#) and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Privacy Policy](#), and you consent to secure testing and monitoring.

Signing into this application indicates you have read and accepted the [Rules of Behavior](#), and you consent to secure testing and monitoring.

To access your account information, your computer's assigned Internet Protocol (IP) address, which is controlled by your Internet Service Provider (ISP), must remain the same from the time you enter your user name and password on the Login Page until you leave the Account Access section.

Please be aware, you must have [Microsoft Internet Explorer](#) version 6.0 or higher and [Adobe Acrobat Reader](#) version 6.01 or higher to run this application software. JavaScript must be enabled to use the eOPF application.

**ACCEPT**

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## eOPF log in screen:

If you know your eOPF ID and password, enter them and click on the 'Submit' button.

https://eopf.nbc.gov - eOPF Login - Microsoft Internet Explorer provided by DOE COE

Office of Personnel Management

ENTERPRISE HR

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eOPF R4 U.S. Department of Energy  
(Web Server - 08)  
Enter your eOPF ID and Password to log in.

eOPF ID:

PASSWORD:

SUBMIT RESET

[Forgot your Password?](#)  
[Forgot your eOPF ID?](#)  
[New User - Request Password...](#)

eOPF is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into eOPF indicates you have read and accepted the Terms and Conditions and you consent to security testing and monitoring.

Internet

If you do not know your eOPF ID or your password, you must use the links displayed below the "Submit" button to obtain them. Procedures and screen shots of each link are provided on the following pages.



## How to Obtain Your eOPF ID:

From the logon screen displayed on page 3 above, click on the “Forgot your eOPF ID” link. Enter the last 5 digits of your SSN, the first 4 letters of your last name, your date of birth, and click on the “Submit” button.

**Request Your eOPF ID**

Last 5 digits of your SSN: (Example: 67890)

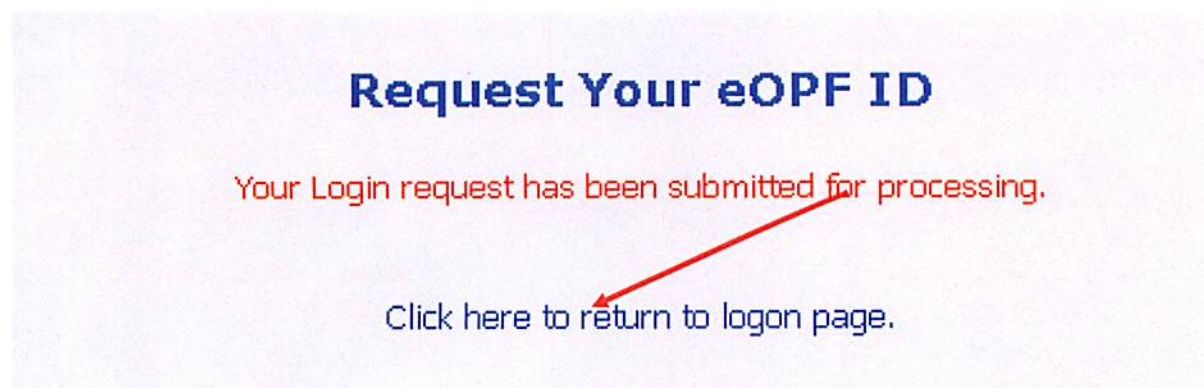
First 4 letters of your last name:  If your last name is less than 4 characters, please enter your full last name.

Date Of Birth:  (mm/dd/yyyy)

You will be notified that your request has been submitted. Click on the “OK” button. You will receive your eOPF ID via your official work email address.



To return to the logon page simply click on the link as shown below.



## How to Obtain Your Initial Password:

From the logon screen, displayed on page 3 above, click on the “New User – Request Password” link. Enter your eOPF ID you obtained by following the steps on page 4 above, the last 5 digits of your SSN, the first 4 letters of your last name and click on the “Submit” button.



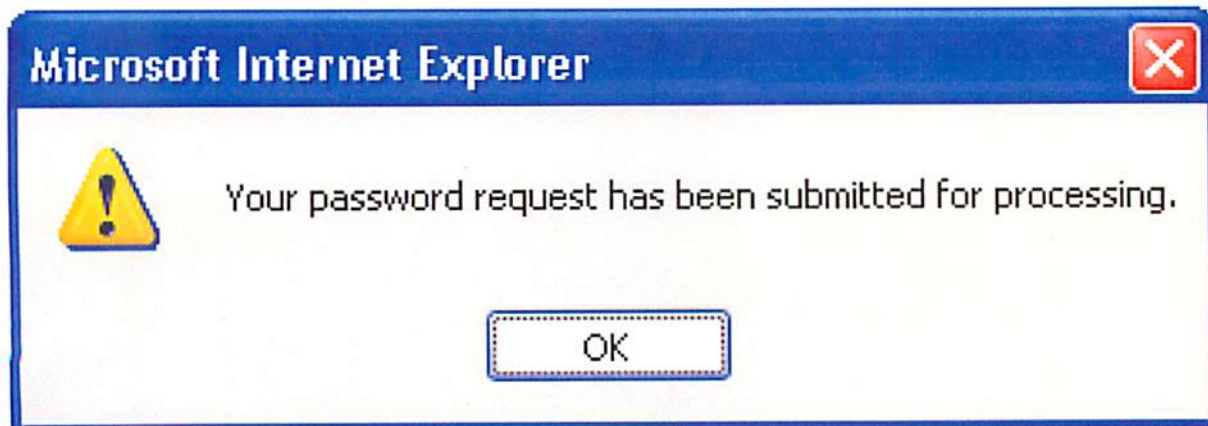
**New User - Request Password**

eOPF ID:

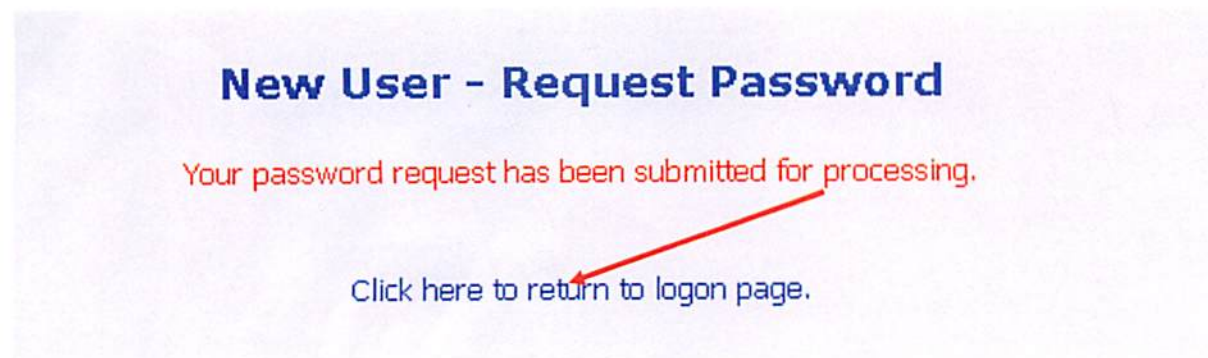
Last 5 digits of your SSN: (Example: 67890)

First 4 letters of your last name:  If your last name is less than 4 characters, please enter your full last name.

You will be notified that your request has been submitted. Click on the “OK” button. You will receive your password via your official work email address.



To return to the logon page simply click on the link as shown below.





## Once you receive your eOPF ID and Initial Password:

The first time you logon using the eOPF ID and initial password you received by following the steps on pages 4 and 5 above, you will be required to change your initial password. The screen displayed below will appear and you must enter the initial password you were provided via email and then enter your new password twice.

Your password must meet the following criteria:

- be at least 8 characters long
- have at least one UPPER CASE CHARACTER, one lower case character, one number, and one special character
- may NOT start or end with a special character or a number

Enter the password you received via email in the Old Password box;

Enter the new password in the New Password box;

Enter the new password in the Password Confirm box; and

Click on the "Reset Password" button.

**Please change your password.**

**You must change your password.**

**Note: Password must contain at least one upper-case letter, one lower-case letter, one number and one special character and must be at least 8 characters in length.**

**Old Password:**

**New Password:**

**Password Confirm:**

**RESET PASSWORD**

**CANCEL**



## Answering Your Security Questions:

The first time you logon to the eOPF, you will be required to select and answer six security questions. For each of the six questions utilize the down arrow in the drop down box and select the question. Provide your answer in the box to the right of each. Once you have selected and answered all six, click on the “submit” button.

**Select and answer your security questions**

**Purpose:** The following security questions will be used to verify your identity if you forget your password or eOPF ID. You can modify the answers using 'My Profile' after you login.

☐ Check here, if you are using assistive technology? (ex: Screen Reader)

**Personal Questions**  
Please select and answer three unique personal questions from the list provided below.

Personal Question 1: What is your Birth State?(Ex: VA)

Personal Question 2: What is your Birth State?(Ex: VA)

Personal Question 3: What is your Birth State?(Ex: VA)

**Helpdesk Verification Questions**  
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1: What is your mother's birth date?(Ex: 09/14/1950)

Helpdesk Question 2: What is your mother's birth date?(Ex: 09/14/1950)

Helpdesk Question 3: What is your mother's birth date?(Ex: 09/14/1950)

**Note:** Answers to the above questions are required to proceed into eOPF. Clicking Cancel will exit you out of the application.

The screen shot below shows the available questions. You must select a different question for each of the six security questions.

Personal Question 1: What is your Birth State?(Ex: VA)

Personal Question 2: What is your Birth State?(Ex: VA)

Personal Question 3: What is your Birth State?(Ex: VA)

**Helpdesk Verification Questions**  
Please select and answer three unique helpdesk questions from the list provided below.

Helpdesk Question 1: What is your mother's birth date?(Ex: 09/14/1950)

Helpdesk Question 2: What is your mother's birth date?(Ex: 09/14/1950)

Helpdesk Question 3: What is your mother's birth date?(Ex: 09/14/1950)

**Available Questions:**

- What is your Birth State?(Ex: VA)
- What is the name of the hospital you were born in?(Max 35 chars)
- What is the color of your mother's eyes?(Max 35 chars)
- How many siblings do you have?(Ex: 3)
- What is your hometown?(Max 35 chars)
- What is the name of the elementary school you attended?(Max 35 chars)
- What is the year you graduated from high school?(Ex: 1987)
- What is the color of your first car?(Max 35 chars)

Once you have answered each of the questions, you will be logged into the eOPF system.

## Need Assistance?

Should you require assistance, send an email to [eopf\\_hd@telesishq.com](mailto:eopf_hd@telesishq.com) (please note that there is an underscore “\_” between eopf and hd) or call (toll-free) 1-866-275-8518.